

**Pune District Education Association's
College of Engineering, Manjari (Bk),Pune 412 307.**

**Self-Appraisal Form
(For Technical support Staff)
Academic Year 2020-21**

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Name : Designation:.....

Department :Qualification :.....

INSTRUCTIONS :

1. Be honest in filling the form.
2. Attach photocopies of relevant document for score above 70% for each activity .
3. Fill in the details for last academic year only.
4. Add extra pages if necessary.
5. Your performance by superiors shall assess based on following activities.
6. Handover the completed form to HOD/Reporting Authority.

PART A

Sr No	Type of Activity	Assigned marks	Scored marks	Verified score
1	Maintaining of tools/equipments and instruments in working condition	10		
2	Provide equipments to the students in practicals	10		
3	Preparation of materials /sample/ specimens / tools/instruments and equipments in laboratory	5		
4	Technical support during practical conductance	5		
5	To assist in aranging and execution of experiments.	5		
6	To assist in regular inspection / commissioning / regular testing / repairing of laboratory equipments.	5		
7	To assist the faculty members in laboratory and innovative work etc	10		
	Total Score	50		

2. Co-Curricular, extra-curricular and professional development related work				
1	Central portfolio contribution, involvement, outcomes.	15		
2	Departmental work contributions	10		
3	General conduct at departmental, central portfolios and Admission related work.	5		
Total Score		30		

3. Research, consultancy and development contribution				
1.	To assist in the activities carried out under research, sponsored projects and consultancy.	10		
2.	Support activities related to departmental administration (viz. Maintaining all files, NBA report)	10		
Total Score		20		

	Category I	Category II	Category III	Total Score
Obtained Score	/50	/30	/20	/100
Verified Score	/50	/30	/20	/100

Staff sign	HOD sign
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PART – B
Assessment by the Principal/Head of department/ Portfolio incharge

Sr No	Grade	Marks %	Verification [mark Ö]	Remark
1	Excellent	75 and above		Increment
2	Very good	66 to 74		*Conditional increment
3	Good	60 to 65		Score be improved within 2 months
4	Average	50 to 59		Score be improved within 6 months
5	Below Average	Below 50		No Yearly increment.

This is to certify that Self performance appraisal Report for academic year 2017-18 of Mr/Mrs.....Designationis assesed and verified by me. On the basis of this he/she obtained..... grading. I hereby recommend/ not recommend for his/her annual increment.

***Conditions (If any)**

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HOD Sign

Office Information-

Date of joining of society- / /

Date of joining institute- / /

Current pay band Rs-

Date of increment- / /

Basic pay before increment Rs-

Increment Rs.-

Basic pay after increment Rs-

The above information is verified as per official record and salary register.

Establishement section

Account section

Deans recomondenation and signature-

1] Dean Academics-.....

2] Dean Students welfare-.....

3] Dean Administrations-.....

Remarks of Principal and signature-

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Principal signature

**Pune District Education Association's
College of Engineering, Manjari (Bk), Pune 412 307**

PERFORMANCE APPRAISAL REPORT

A.Y 2020-21

(To be filled-in by Technical Supporting staff member)

Name : Designation :.....

Department : Qualification :.....

Date of Joining the Service :..... Date of Increment:.....

Academic Year :.....

INSTRUCTIONS :

01. Fill in this form in the month of July
02. Be honest in filling the form
03. Attach photocopies of relevant documents wherever applicable
04. Fill in the details for last academic year only
05. Add extra pages if necessary
06. Do not mention routine duties that you are expected to perform.
07. Your performance by superiors shall be assessed based on following parameters.
08. Handover the completed form to HOD/Reporting Authority.

SECTION - B

CATEGORY 1 : TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

Sr No	Nature of Activity	Maximum Score		
		Score allotted	Self appraisal score	Verified Score
	ESSENTIAL			
01.	Maintaining tools/Equipments & instruments in working condition, Maintaining History card, Maintenance card/ Register, Maintaining utilization registers, Dead stock register, Laboratory files, etc.	10		
02.	Guide the students in performance of practical task and equipment/test reading help to students.	10		
03	Arranging materials, samples, specimens, tools instruments & equipments in laboratory	05		
04	Use of participatory & innovative teaching practical support to Teaching staff .Development of innovative Models/Equipments/Circuits Laboratory improvement etc.	05		
05	Preparation of sample, Specimen, circuits lab equipments/Test rig for conducting experiments.	05		
06	Erection Regular inspection Commissioning Regular Testing/Repairing of laboratory equipments.	05		
07	Assistant the Faculty members in their work Practical's, Laboratory, innovative, research work.	10		
	Total Score	50		

CATEGORY II :**CO-CURRICULAR & EXTRA CURRICULAR & PROFESSION DEVELOPMENT RELATED ACTIVITIES**

Sr No	Nature of Activity	Maximum Score		
		Score allotted	Self appraisal score	Verified Score
	CO-CURRICULAR & EXTRA CURRICULAR ACTIVITIES			
01.	Central portfolios contribution, involvement & Outcomes.	15		
02.	Department portfolios and Admission contribution.	10		
03.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	05		
	Total Score	30		

CATEGORY III :**RESEARCH,CONSULLARY & DEVELOPMENT CONTRIBUTIONS**

Sr.No		Engineering	Max. Points for College teacher		
			Score allotted	Self appraisal score	Verified Score
01	Research Support	Assistant Faculty in their Project work Manufacturing, testing, providing members in Advice and Assistant students in their Project work Manufacturing, testing Erection Commissioning, providing available facility to students project.	05		
02	Sponsored Projects /Consultancy Ongoing Support	Assist to carried out sponsored projects amount mobilized with grants above 1 lakh/consultancy work to be carried for Department	05		
03	Departmental Support	Assist the Departmental activity, departmental programmes, departmental records and departmental 1 to 46 files with supporting documents. Maintaining NBA related departmental documents etc. involvement in Departmental overall development	10		
Total Score			20		

Category I	Category II	Category III	Total Score
/ 50	/ 30	/ 20	/ 100

Signature of Staff

PART B

1. (A) Assessment by the Principal/ Head of the Department of the work doen under each head of activity

Non Teaching staff (Category I of Part A)	
Outstanding	
Very good	
Positively good	
Good	
Average	
Below average	

(B) Grading (General Assessment on the basis of the assessment made in above pl tick appropriate.

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|------------------|---------------|----------------------|
| (A+) Outstanding | (A) Very Good | (B+) Positively Good |
| (B) Good | (B-) Average | (C) Below Average |

(C) Justification of assessment of work as outstanding/ Below average :

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2. Comments of the Deans and Head of the Department

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Head of Department Dean Admin Dean Academic Dean S/W

Remarks of the Principal

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Sign Principal

**Pune District Education Association's
College of Engineering, Manjari (Bk), Pune 412 307.
Self-Appraisal Report
(For Teaching Staff)
Academic Year 2020-21 (Semester –I)**

Name: Designation:.....

Department: Qualification:.....

INSTRUCTIONS:

1. Attach photocopies of relevant documents for each activity.
2. Fill the details of Semester-I only.
3. Add extra pages if necessary.
4. Your performance by the concerned shall assess based on following activities.
5. Handover the completed form to the Concerned Authority/Principal.

I. Teaching- Learning evaluation (Minimum 75%)						
Sr No	Type of Activity	If Applicable Yes/No	Assigned marks	Score Obtained by faculty	Verified Score by concerned.	
1.	Teaching plan execution (Theory / Practical)		30			
2.	Lectures, Seminars, Tutorials, Practical's, Projects Conducted		20			
3.	Class notes/Reading material and additional Knowledge resources as per given format.		10			
4.	Student feedback. (Attach Separate document covering each subjects Feedback.)	Above 90% (20)	20			
		Above 80%-90% (15)				
		Above 70%-80% (10)				
		60%-70% (05)				
		Below-60% (00)				
5.	Each subjects result of First Semester. Attach Separate document covering each subjects Result.	Above 75% (30)	30			
		Above 65%-75% (25)				
		Above 55%-65% (20)				
		Above 45%-55% (10)				
		35%- 45% (05)				
Below 35% (00)						
6.	Use of Participatory and Innovative Teaching-Learning Methodologies		10			
7.	Laboratory development		10			
8.	Examination Duties Assigned and Performed		10			
9.	Internal evaluation		10			
10.	Contribution to departmental Newsletter.		10			
11.	E learning based on Video lectures- NPTEL, MOOCS, Swayam, ATAL, AICTE, ISTE etc. with certification. (Minimum 4 weeks course/Year).		25			
12.	Preparation of lab manuals/question banks etc for each subject as per given format.		15			
Total						

II. Co-curricular and professional development activities (Minimum 75%)						
		If Applicable Yes/ No	Assigned marks	Score Obtained by faculty	Verified Score by concerned	
1.	Industrial visit (Min.01/Year)		10			
2.	Syllabus setting/subject specific workshop.		10			
3.	Subject specific representation/contribution at university level(chairman/member/CAP)		05			
4.	Special lectures / seminars/workshop organized at department. (Min.01 from each category/Semester).		15			
5.	Special lectures delivered at seminars/STTP/workshops.(Min.01 from Each category)		10			
6.	Conferences/symposia/ STTP/summer/winter schools organized.(Min 01 from each Category)	Organizer (25)	25			
		Contribution (15)				
		No Contribution (00)				
7.	Seminars/Webinar/conferences/symposia/STTP/summer/winter schools attended	Seminars/Webinar/conferences/symposia (10) STTP summer/winter schools attended(15)	25			
Total Score						

III. Administrative and extracurricular development contribution (Minimum 75%)						
		If Applicable Yes/ No	Assigned marks	Score Obtained by faculty	Verified Score by concerned	
1.	Central Portfolio Incharge/Member(average outcome)		10			
2.	% attendance of faculty during teaching learning process		10			
3.	Accreditation Work (Outcome Based)		20			
4.	Work related to management committees / (LIC/LMC/GC/UGC panel etc.) Other Specify:		05			
5.	Departmental portfolios contribution.(Outcome based)		05			
6.	Admission Activities.(As per admission committee Records)		50			
Total Score						

IV. Research, consultancy and development contribution (Minimum 75%)						
		If Applicable Yes/ No	Assigned marks	Score Obtained by faculty	Verified Score by concerned	
1.	Research paper presented in national conference (Min. 01)		10			
2.	Research paper presented in international conference (Min. 01)		15			
3.	Research paper published in reputed and UGC Care listed national journal (minimum 1)		20			
4.	Research paper published in reputed and UGC Care listed International journal (min 1)		15			
5.	Research project undertaken (minimum 1)		15			
6.	Grant received from various funding agencies Above 1 lakh		15			
	Upto 1 lakh		10			
Total Score						

	Category I Min 75%	Category II Min 75%	Category III Min 75%	Category IV Min 75%	Total Score	Score in %
Obtained Score	/	/	/	/	/	
Verified Score by concerned	/	/	/	/	/	
	Staff Sign			Principal Sign		